

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Memorandum 2001-01
January 5, 2001

TO: ALL DEPARTMENT AND AGENCY HEADS

ORIGINATOR: Anthony A. Williams, Mayor

SUBJECT: Guidelines Governing the Response of District Government Employees to a Snow and/or Ice Storm

I. General Provisions

- A. The purpose of this memorandum is to establish the guidelines governing how District government employees are to respond to a snow and/or ice storm, inclusive of the implementation of the snow "*adjusted early dismissal*" policy when a snow emergency is announced during normal work hours.
- B. This memorandum is issued in accordance with the Comprehensive Snow Emergency Plan for the District of Columbia Government.
- C. There are three (3) storm-related decisions which impact how District government employees are to respond to a snow and/or ice storm. They are an early morning "*Go, No-Go*" decision; an early morning "*Delayed Arrival*" or "*Liberal Leave*" decision; and an "*Adjusted Early Dismissal*" decision to release the workforce when the snow and/or ice storm occurs during normal work hours (employees are at their places of employment).

II. "Go, No Go," "Delayed Arrival," or "Liberal Leave"

- A. Entails an early morning decision on whether to have employees report to work on time, delay their arrival, or stay home.
- B. Once the early morning "*go, no-go*," early morning "*delayed arrival*" or "*liberal leave*" decisions have been made, the Department of Public Works will assure that this information is disseminated to the news media before the 6:00 a.m. news deadline.
- C. A decision of "*no-go*" means that District employees will be excused from reporting for duty, as the case may be, without charge to annual leave.
- D. The "*delayed arrival*" decision allows employees to report to work up to two (2) hours late without advanced approval and without charge to annual leave. The "*liberal leave*" decision allows employees to use annual leave, leave without pay, or compensatory time which has been authorized and recorded on time and attendance reports, without advanced approval.

- E. Emergency employees will adhere to established policies and guidelines for responding to an emergency situation and/or a critical condition.

III. Snow Adjusted Early Dismissal Policy

- A. Whenever an early dismissal is authorized, the D.C. Emergency Management Agency Mayor's Command Center will, in turn, inform departments and agencies of the terms of the early dismissal.
- B. Emergency employees will adhere to established policies and guidelines for responding to an emergency situation and/or a critical condition.
- C. Under the "*adjusted early dismissal*" policy, District employees who are at work will be released relative to their normal departure times from work. For example, if a 2-hour "*adjusted early dismissal*" policy is announced, employees who normally leave their office at 4:45 p.m. would be authorized to leave at 2:45 p.m.
- D. Department and agency are responsible for adhering to the District government's "*adjusted early dismissal*" policy when a snow emergency is declared.
- E. The Director of Personnel will publish appropriate procedures in the District Personnel Manual for the handling of leave when an "*adjusted early dismissal*" policy resulting from an emergency situation, including a snow and/or ice storm, is announced.

IV. Effective Date

The requirements of this Memorandum will become effective immediately.

- V. Mayor's Memorandum 89-48, Dated December 7, 1989, is hereby rescinded.